



SIGN PERMIT APPLICATION

City of Helena, Building Division
316 N. Park, Room 435, Helena, Mt 59623

OFFICE USE ONLY:

Application #: _____

Date Issued: _____

Permit Cost: _____

SUBMIT: 2 Copies of Dimensional sign and site plans
with any active variance approval information that
applies. Provide additional pages as needed to clearly
detail new and existing signs.

Sign Contract Value: \$ _____

Electrical Sign Y ☐ N ☐

PROJECT INFORMATION:

Address/Location of Sign: _____

Business Name: _____ Phone#: _____

Owner Name: _____ Phone#: _____

Owner Address: _____

Sign Contractor/Installer: _____

Address: _____ Phone#: _____

Electrician: (Separate Electrical Permit Required on an Electrical Sign)

Name: _____ Phone#: _____

Address: _____ MT LICENSED Y ☐ N ☐

NEW/ADDITIONAL SIGNAGE:

(WIDTH BY HEIGHT = AREA: POLE HEIGHT)

ARE ANY VARIANCES ACTIVE? YES ☐ NO ☐

ANY REQUIRED OR PENDING? YES ☐ NO ☐

WALL ☐ X _____ = _____ : HEIGHT _____

WALL ☐ X _____ = _____ : HEIGHT _____

WALL ☐ X _____ = _____ : HEIGHT _____

ROOF ☐ X _____ = _____ : HEIGHT _____

PROJECTING ☐ X _____ = _____ : HEIGHT _____

FREE STANDING ☐ X _____ = _____ : HEIGHT _____

OR MONUMENT

MARQUEE SIGN ☐ X _____ = _____ : HEIGHT _____

UNDER MARQUEE ☐ X _____ = _____ : HEIGHT _____

AWNING SIGN ☐ X _____ = _____ : HEIGHT _____

OTHER (PROVIDE ☐ X _____ = _____ : HEIGHT _____

DETAILED DESCRIPTION)

Conditions modifying any of the above sign types/description: _____

CHANGEABLE COPY SIGN (☐ MANUAL OR ☐ ELECTRONIC)

ROTATING SIGN OR OTHERWISE ANIMATED _____

OTHER _____

EXISTING TO REMAIN:

(WIDTH BY HEIGHT = AREA: POLE HEIGHT)

WALL ☐ X _____ = _____ : HEIGHT _____

WALL ☐ X _____ = _____ : HEIGHT _____

WALL ☐ X _____ = _____ : HEIGHT _____

ROOF ☐ X _____ = _____ : HEIGHT _____

PROJECTING ☐ X _____ = _____ : HEIGHT _____

FREE STANDING ☐ X _____ = _____ : HEIGHT _____

OR MONUMENT

MARQUEE SIGN ☐ X _____ = _____ : HEIGHT _____

UNDER MARQUEE ☐ X _____ = _____ : HEIGHT _____

AWNING SIGN ☐ X _____ = _____ : HEIGHT _____

OTHER (PROVIDE ☐ X _____ = _____ : HEIGHT _____

DETAILED DESCRIPTION)

Conditions modifying any of the above sign types/description: _____

CHANGEABLE COPY SIGN (☐ MANUAL OR ☐ ELECTRONIC)

ROTATING SIGN OR OTHERWISE ANIMATED _____

OTHER _____

SIGNAGE TO BE REMOVED (DESCRIPTION, SIZE, AND LOCATION) _____

SIGNS MUST BE INSTALLED IN ACCORDANCE WITH CITY CODE TITLE II ZONING, CHAPTER 23 SIGNAGE.

I, the undersigned hereby apply for a permit to erect the sign(s) described herein, and agree to conform with all provisions of the sign code. I hereby attest that the information provided above is true and accurate. I understand that any misrepresentation of such information may result in the invalidation of this permit. I have read the above instructions and fully understand my obligations under this permit.

APPLICANT'S

SIGNATURE: _____ DATE: _____

APPROVED THIS _____ DAY OF _____, 20____

BY: _____, PLANNING DEPT.